

PRM 426 Administration and Finance – A2 – Budgeting Assignment Rubric

Criteria	Inadequate	Below Average	Average	Above Average	Excellent
Title page: Include page number, name of the assignment, the class prefix and number, your name and the date.	1 Point Missing 3 or more of the five parts of the APA title page.	2 Points Missing 2 of the five parts of the APA title page.	3 Points Missing 1 of the five parts of the APA title page.	4 Points Includes all five parts of the APA title page. Minor punctuation error.	5 Points Page number, name of the assignment, class prefix/number and name, your name and the date.
Assignment format: Font: Ariel, Times New Roman, or CG Times Font size: 12 point Margins: 1 inch, top and bottom - left and right. Justification: left justified. Line Spacing: double space. Page numbers: Number pages at the top right, do not number the first (title) page. References: APA style reference list.	1 Point APA format is not used. None to very little of the APA information is applied.	2 Points APA needs significant work. At least two basic items such as page numbers, header, headings, citations, or references are missing. Consistent and numerous formatting errors with citations and references are present.	3 Points APA needs work – however basic APA formatting is present. Basic items such as title page, page numbering, header, headings, citations and references are all present but not necessarily perfect. References are APA cited and referenced. Personal communication is cited.	4 Points Applies all APA formatting with accuracy. Few mistakes are made. If minimal mistakes are made, they are consistent.	5 Points Applies all APA formatting with accuracy and consistency. If any errors occur, they are minor and isolated.
Grammar and Spelling	2 Points Appears no effort has been made to edit the paper. Significant number of errors. Grammar and spelling are consistently poor. Sentence structure is very poor. Hard to follow cohesive thoughts and important points.	4 Points Significant number of grammatical and spelling errors. Sentences are awkward. Poor phrasing, over use of prepositions and confusing statements.	6 Points Some grammatical and spelling errors are identified. Up to 3 or 4 errors would be considered average. More than two sentences are awkward and need to be re-worded.	8 Points Grammar and spelling are above average. Sentence structure is consistently good. Punctuation is consistent and appropriate. One or two awkward sentences may be identified.	10 Points Grammar and spelling are perfect. There are no significant errors. If an error is found it is isolated.

Assignment Organization	2 Points Little effort has been made to include critical components of the assignment. Not submitted with 3 separate Excel spreadsheets.	4 Points Missing two or more of the required three separate Excel spreadsheet sections.	6 Points Missing one or more of the required three separate Excel spreadsheet sections.	8 Points Includes the required three separate Excel spreadsheet sections. May have few errors in the budget headings, but they are not significant.	10 Points Includes the required three separate Excel spreadsheet sections. With correct budget headings.
Original Line Item Budget	2 Points Little effort has been made to include critical components (Revenue & Expenses headings, appropriate line items, correct budget format) of the assignment. Incorrect budget for a municipal recreation center.	6 Points Assignment includes critical components and format of the budget. Assignment is not in Excel. Correct budget for a municipal recreation center. More than ten activity revenue line items.	10 Points Assignment includes critical components of the budget and appropriate line items. A more than 5 line items may not be correct for a municipal recreation center. Correct revenue line items (10) and format.	15 Points Assignment includes critical components of the budget and appropriate line items. A few line items may not be correct for a municipal recreation center. Some line item errors but they are not significant.	25 Points Assignment includes critical components of the budget and appropriate line items for a municipal recreation center.
Alternate Line Item Budget	2 Points Little effort has been made to include critical components (Revenue & Expenses headings, appropriate line items, correct alternate budget format) of the assignment. Incorrect budget for a municipal recreation center.	6 Points Assignment includes critical components and format of the alternate budget. Assignment is not in Excel. Correct budget for a municipal recreation center.	10 Points Assignment includes critical components of the budget and appropriate line items. A more than 5 line items may not be correct for a municipal recreation center. Some line items have been identified for reductions. Alternate budget revenues do not meet 40% of the total expenses.	15 Points Assignment includes critical components of the budget and appropriate line items. A few line items may not be correct for a municipal recreation center. More or less than 10% of the total original expenses budget for the alternate total expenses.	25 Points Assignment includes critical components of the budget and appropriate line items for a municipal recreation center. Budget revenue meets 40% of expenses. Total expenses have been reduced by 10% from the original budget total expenses.
Capital Budget	2 Points Missing the Capital Budget Excel spreadsheet.	6 Points Little effort has been made to use appropriate line items, Incorrect capital budget for a municipal recreation center.	10 Points Does not include the minimum of four line items and/or budget is not a multi-year format (3-5 years).	15 Points Correct number and types of line items but incorrect amounts or format.	20 Points Correct number of line items and a multiyear format.